



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D C 20350-1000

SECNAVINST 5420.184C

ASN(M&RA)

4 May 1993

SECNAV INSTRUCTION 5420.184C

From: Secretary of the Navy

Subj: THE MARINE CORPS RESERVE POLICY BOARD (MCRPB)

Ref: (a) Title 10, United States Code, Section 5252(c) (NOTAL)

Encl: (1) Prescribed format for submission of recommendations to the MCRPB

1. Purpose. To prescribe policies and procedures for the administration of the Marine Corps Reserve Policy Board (MCRPB). (R)

2. Cancellation. SECNAVINST 5420.184B and Report Symbol SECNAV 1001-2. (R)

3. Background. The MCRPB was established following statutory requirements in reference (a), which provide that: "A Marine Corps Reserve Policy Board shall be convened at least once annually at the seat of the government to consider, recommend, and report to the Secretary of the Navy on Reserve policy matters. At least half of the members of the Board must be officers of the Marine Corps Reserve." (R)

4. Composition

a. The membership of the MCRPB will be composed of a broad representation of highly qualified individuals of the Marine Corps' Ready Reserve and Regular forces, to include female and minority representation. To ensure that the MCRPB is staffed by individuals with the necessary mix of experience from as many components of the Marine Corps' Regular and Reserve organizations as practical, the membership will consist of 17 members, 14 officers and 3 enlisted, appointed from the following areas: (R)

(1) The chairperson will be a Marine Corps Reserve general officer.

(2) The following officers, serving in the grade of general, colonel, lieutenant colonel, major or chief warrant officer:

(a) Five Full-Time Support (FTS)/Regular Marine Corps officers. (R)

(b) Seven officers of the Marine Corps Ready Reserve. (R)



0 5 7 9 L D 0 5 6 4 4 6 0

4 MAY 1993

- A) (3) A Naval Reserve Medical Department Officer (MC, NC, DC, MSC) serving in the grade of commander or captain, preferably with current or prior experience serving with the Marine Corps Reserve.
- R) (4) The Sergeant Major of Marine Reserve Force (MARRESFOR).
- R) (5) Two Marine Corps Ready Reserve members, serving in the grade of sergeant major or master gunnery sergeant.

b. All members are appointed by and serve at the option of the Secretary of the Navy, normally for three consecutive boards.

c. All Reserve members should have three years of Ready Reserve eligibility remaining (e.g., age, promotion).

- R) d. Individuals selected for membership on the MCRPB will be notified by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)).

5. Administration

- R) a. The MCRPB will be convened by the ASN(M&RA).
- R) b. The chairperson of the MCRPB shall determine the rules of procedure for the meetings, may appoint such standing and special subcommittees as may be necessary, and shall submit a report of the Board's proceedings via the Commandant of the Marine Corps and ASN (M&RA) to the Secretary of the Navy.
- c. Individual members of the MCRPB will be invited to Washington, D.C., on the occasion of each meeting and will be issued Special Active Duty for Training/Temporary Additional Duty orders for the period necessary to attend the designated session and to complete travel. Acceptance of the Special Active Duty for Training orders is voluntary; however, all members are expected to attend the regularly scheduled sessions. Those members unable to attend will usually be replaced in order to ensure a full membership representation at each Board meeting.
- R) d. The proceedings of the Board will be published annually by the ASN(M&RA) through the directives system.

6. Board Convening Periods. The MCRPB will meet at the beginning of each calendar year for approximately three days for the purpose of obtaining briefings on current issues, indoctrinating new members and making organizational and administrative preparations for the annual meeting which is

4 MAY 1993

normally held in September for a period of two weeks. The Secretary of the Navy may request that the Board, specific committees, or individuals meet at other times as necessary.

7. Action. The Commandant of the Marine Corps shall:

a. Submit nominations for membership on the MCRPB as requested by the ASN(M&RA). Three nominations, together with biographies, promotional histories, and, in the case of inactive Reserve officers, Reserve Qualification Summaries, are required for each vacancy.

b. Establish procedures that provide for the timely submission of policy matters to be referred via the Commandant of the Marine Corps to the MCRPB. All items submitted for consideration by the MCRPB should be forwarded using the format prescribed in enclosure (1).

c. Review all items for appropriateness prior to submission to the MCRPB, take necessary action on all administrative matters not involving policy and notify the originator of the action taken. Forward the remaining items for consideration by the MCRPB, with comments and recommendations, to the ASN(M&RA) not later than 30 days prior to the month in which the Board is scheduled to convene. (R)

d. Receive the report of the MCRPB and forward the report, together with appropriate comment and recommendations, to the Secretary of the Navy, via the ASN(M&RA), not later than 45 days after the Board recesses.

e. Submit periodic status reports to the ASN(M&RA) on all items approved by the Secretary of the Navy, including actions completed during the period, and the status of action required to complete implementation. At a minimum, a status report will be prepared for the spring and fall sessions of the Board and will be due 30 days prior to the sessions. (R)

8. Report. The reporting requirement contained in paragraph 7 is exempt from reports control by SECNAVINST 5214.2B. (R)

F. B. Kelso, II
F. B. Kelso, II
Acting

SECNAVINST 5420.184C

4 MAY 1993

Distribution:

MARCORPS 71000000000 and 71000000100

All Marine Corps Reserve Flag Officers

Assistant Secretary of the Navy

(Manpower and Reserve Affairs)

The Pentagon, Room 4E775

Washington, DC 20350-1000 (50 copies)

SECNAV/OPNAV Directive Control Office

Washington Navy Yard, Bldg 200

Washington, DC 20374-5074 (20 copies)

Stocked:

Naval Aviation Supply Office

ASO Code 103

5801 Tabor Avenue

Philadelphia PA 19120-5099 (100 copies)

SECNAVINST 5420.184C

4 MAY 1993

PRESCRIBED FORMAT FOR SUBMISSION OF AGENDA ITEMS TO THE MCRPB

(Forward through the chain of command to CMC(RES))

SUBJECT:

PROBLEM/DISCUSSION:

RECOMMENDATION:

LOCAL RESERVE BOARD RECOMMENDATION: (If applicable)

CHAIN OF COMMAND RECOMMENDATIONS:

CMC RECOMMENDATION:

CMC ACTION OFFICER: (Include name, office code, and telephone
number)

Enclosure (1)